

PRIVACY STATEMENT FOR THE PROJECT OF CULTURAL DIVERSITY FOR STUDY PATHS (MONIKULTTUURISSET OPINTOPOLUT)

Data Protection Act 2018/1050, EU General Data Protection Regulation 2016/679 (GDPR)

This privacy statement bases on the above documents clarifying and specifying the information that must be available to data subjects when processing personal data. The privacy statement helps ensure the data controller's obligation to demonstrate compliance. Demonstrating compliance is a key principle in the data protection regulation, meaning that the data controller must be able to prove that they adhere to the Data Protection Act.

1. Data controller

South-Eastern Finland University of Applied Sciences (Xamk)
Patteristonkatu 3
50100 Mikkeli

2. Contact person for register matters

South-Eastern Finland University of Applied Sciences
Project Manager
Pia Paakkulainen
Patteristonkatu 3
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050 312 5007
pia.paakkulainen@xamk.fi

3. What is the purpose for which my personal data is processed?

Your personal data is processed as part of the project activities, for example, in terms of information on participating in an online course produced in the project and in terms of implementing Xamk's research, development and innovation (RDI) activities. In addition, personal data is used in project marketing, target group communication and in promoting customer relationships and communicating project activities and results. Implementing development projects is one of Xamk's core tasks. It is communicated separately and by asking for participants' permission if personal data would be used in an exceptional way.

4. On what basis is my personal data processed?

The legal basis for processing personal data is general interest (scientific research and the RDI activities of universities of applied sciences). Legal basis also applies for processing personal

data for the purposes of marketing, stakeholder cooperation and customer relationships.

5. Name, nature, duration and project staff

The project of Cultural Diversity for Study Paths (Monikulttuuriset opintopolut): Xamk's sub-project lasts from 1 October 2023 to 31 May 2026.

The project aims to promote such groups' integration into studies that are underrepresented in higher education institutions (HEIs) and support their transition to employment. The practical measures for achieving this include providing students with opportunities to network with employers and with ECTS credits for completing studies that encourage employment right from the start of studies. In addition, the aims include promoting the cooperation between all five project partner HEIs and interest groups' access to information.

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6. Partners in the joint project and division of responsibilities

The project of Cultural Diversity for Study Paths (1 October 2023–30 September 2026) is a joint project for which a separate contract on joint register has been drawn up. This contract is available through the project's lead partner. The partners in the joint project are:

Diaconia University of Applied Sciences, lead partner
University of Eastern Finland, project partner
Karelia University of Applied Sciences, project partner
Savonia University of Applied Sciences, project partner
South-Eastern Finland University of Applied Sciences, project partner

7. What kind of information about me is processed?

Personal data to be processed in case of persons participating in the project activities (eg. training sessions, events, surveys) include the following: name, age, job title or job description, field of business or industry, employment situation, educational background, telephone number and email address. In addition, information on studies and completing them may be collected relating to a course that is produced and carried out during the project or to other activities producing ECTS credits.

8. From what sources is information about me collected?

Personal data is collected relating to project activities from data subjects themselves as well as from public sources such as organisations' websites. Registered personal data required by the project financier are received as information that participants themselves have entered in the EURA 2021 system. In addition, information is received through surveys sent to persons participating in the project activities as well as when attending events and training sessions.

9. Will my personal data be disclosed to third parties?

Personal data is not disclosed to third parties, ie those not belonging to the project staff.

10. Is my data processed outside the EU or the EEA?

Personal data will not be transferred outside the EU or the EEA by the data controller.

Xamk uses Microsoft cloud services (Teams and OneDrive) as storage space.

As a general rule, Microsoft processes data in the EU / EEA and in regional data centers.

Microsoft is committed to complying with the EU General Data Protection Regulation. The

Microsoft Privacy Statement is available at: <https://privacy.microsoft.com/en-US/privacystatement>

11. How long will my data be stored?

Personal data is stored until the project ends and as long as the purpose for storage is valid.

Personal data is stored in project operations according to the archiving period required by the

project financier. Project materials that may include personal data are archived according to

Xamk's practices: The obligation for data retention in EU projects is 10 years from the end of the programme period.

12. How is my personal data protected?

The data is stored in the information system. Users have personal usernames. The data in the system is accessed and used only by data controllers who are entitled to it for their work.

Information related to studies is stored in the Peppi study information system for which users have personal usernames. Only a limited user group has access to the information in the system.

Customer and stakeholder information is stored in the CRM system where maintaining information is protected by AD username and password. Only a limited user group has rights to access the information stored in the system.

In case materials including personal data are collected manually in paper form they are stored in locked cabinet in room with access control.

13. How can I exercise my rights under the GDPR?

Data subjects can make all requests relating to this project to the contact person below.

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Project Manager
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When the legal basis for processing data is general interest, the data subjects have the following rights:

- right to obtain information on the processing of their personal data unless an exception has been provided for by law
- right to access their data
- right to rectify their data
- right to restrict the processing of their data
- right to object to the processing of their data
- right not to be subjected to automated decision-making without a legal basis

In addition, data subjects' rights include notification obligation regarding rectification of personal data or restriction of processing.